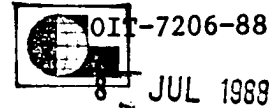


ADMINISTRATIVE - INTERNAL USE ONLY

OIT/TAIS  
13 JUL 1988



MEMORANDUM FOR: Director, Office of Logistics

FROM: Edward J. Maloney  
Director of Information Technology

SUBJECT: Decentralized ADP Support for Office of Logistics

REFERENCE: OIT 1081-86, dtd 2 January 1987, Subj: ADP Support to DA Offices

1. Attached is a Memorandum of Agreement (MOA) which, once formalized, will obligate the Office of Information Technology (OIT) to provide decentralized data processing support to the Office of Logistics (OL). The terms of this agreement have been discussed among our respective staffs. We propose to establish a Dispersed Office Support (DOS) unit under your management co-located with your personnel. The DOS unit would provide software development, software maintenance, technical guidance, and office-wide ADP planning to your Office. Providing these activities on a decentralized basis will help ensure that OIT activities are responsive to your priorities.

2. In order to provide you with the proposed service, we will create a DOS unit of nine OIT personnel and a number of your personnel who are directly involved in developing and maintaining OL systems. We will, over time, provide nine OIT personnel on a rotational basis, manage the team, and provide career management for the personnel involved. Tasking and day-to-day priorities would be provided by OL managers.

3. OIT cannot by itself staff up to your requirements. Therefore, we request that you provide two of the three slots required, by vacating the two MZ positions currently occupied by ML careerists. These will be in addition to the six slots already provided for OIT personnel. Details of this proposal can be found in the attached MOA.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Decentralized ADP Support for Office of Logistics

STAT  
STAT  
STAT  
  
STAT

4. We look forward to working with you in addressing the data processing needs of OL. [redacted] Chief, Career Management Staff, Development Group, OIT, is responsible for administering this MOA. Please contact [redacted] [redacted] with any questions you may have.



Attachment:  
Memorandum of Agreement

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

7 June 1988

MEMORANDUM OF AGREEMENT

Between

The Offices of Logistics and Information Technology

for

Dispersed Office Support

1. BACKGROUND

The Office of Information Technology (OIT) and the Office of Logistics (OL) are jointly involved in the development and support of ADP systems whose success is crucial to Agency operations. This Memorandum of Agreement (MOA) recognizes the importance of a smooth working relationship between OL and OIT, and establishes an OIT Dispersed Office Support (DOS) unit within OL. The purposes of the DOS unit are to provide timely ADP services to OL; to ensure these services are responsive to the priorities of senior OL management; to greatly enhance the implementors' understanding and knowledge of customer activities; and to provide for customer visibility into the system development and maintenance process.

2. AUTHORITY AND IMPLEMENTATION DATE

The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS unit shall be constituted and formally begin operations within thirty days of the latest approving signature date. This MOA can be changed with the approval of both offices and shall remain in effect until formally rescinded by either of the two offices.

3. TERMS OF THE AGREEMENT

OIT and OL jointly agree that an OIT DOS unit shall be established within OL during the implementation period of this MOA. The terms of this agreement are as follows:

- 3.a. The DOS unit shall be comprised in a single organizational component within OL. It shall be composed of OIT careerists.

ADMINISTRATIVE - INTERNAL USE ONLY

- 3.b. OIT shall manage the staff assigned to the DOS unit. OIT shall designate a member of the DOS unit to serve as its on-site manager.
- 3.c. The DOS unit manager will be in the position of Chief or Deputy Chief of the ADP Staff and will report directly to the Executive Officer of OL.
- 3.d. The DOS manager or his/her designee shall write or review the annual Performance Appraisal Reports (PARs) for the ADP Staff members with the following caveat: each employee's PAR must have either the primary or reviewing comments written by a manager from that employee's own career service. The DOS unit manager's PAR shall be written and reviewed by appropriate OL management personnel. The Chief, Development Group (DG), OIT shall review the DOS unit manager's performance with respect to adherence to OIT development standards, policies, and practices.
- 3.e. D/OL shall have the right to interview and approve the individual recommended by OIT for the DOS unit manager position. OIT shall make all MZ personnel assignments to the unit; OL shall make all ML assignments to the unit.
- 3.f. The OIT DOS manager will ensure that the OIT personnel are represented on the DG/OIT career subpanel. The DOS manager will attend periodic OIT/DG project status meetings and will participate in OL career management forums to the extent desired by OL.
- 3.g. The OIT DOS unit will consist of nine positions, eight of which currently exist in the OL. Two MZ positions currently occupied by ML careerists will be vacated by the ML career service for MZ career service placement. OIT shall provide the other position. OL and OIT positions provided shall have an appropriate mix of grade levels. These nine MZ positions shall be on the Table of Organization of OL. Upon termination of this MOA the positions referenced in Appendixes 2 and 3 will revert back to their respective offices. See Appendixes 2 and 3.
- 3.h. OIT shall be responsible for staffing the DOS unit with nine MZ personnel. Personnel assigned to the DOS unit will have an appropriate mix of ADP skills and experience. OIT personnel shall be assigned to the DOS unit for a tour of duty of at least 24 months with an option to extend up to an additional 12 months. The staffing level for the DOS effort shall be reviewed annually by OL and OIT. Mutually agreeable adjustments to the level of effort may be made following the annual review. Should OL desire to increase the number of MZ personnel in the DOS unit, it shall provide the required personnel positions and convert them to MZ.

ADMINISTRATIVE - INTERNAL USE ONLY

- 3.i. The existing OIT rotational program in OL will be eliminated. As a transitional vehicle, all existing rotational agreements will be honored as part of the DOS program.
- 3.j. All development and maintenance of software required by OL except for selected corporate and field applications will be done by the DOS unit.
- 3.k. For each new corporate or field project, OL and OIT will jointly decide whether that effort would be best performed by the DOS team or through central OIT services outside the DOS unit.
- 3.l. The final decisions for work approvals and priorities shall reside with OL. The OIT DOS unit manager shall be responsible for managing the resources of the unit to maximize the responsiveness and quality of ADP services to OL. He/she shall review all requests for work and shall provide formal estimates for accomplishing the work, along with recommended alternatives, if any.
- 3.m. OL shall be responsible for funding any ADP equipment, software, and contractors required to accomplish the work of the DOS unit. The OIT DOS unit manager shall assist OL in budget formulation by preparing estimates and cost justifications for DOS efforts.
- 3.n. OL shall use the DOS unit manager as the focal point for identifying and coordinating ADP or communications activities which can reasonably be expected to affect the OIT services network.

4. OL RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, OL shall:

- 4.a. Establish a mechanism for reviewing, screening, selecting, and prioritizing ADP requirements which OL provides to the DOS unit.
- 4.b. Define the functional requirements, participate in reviews and conduct formal acceptance tests for DOS unit deliverables where appropriate.
- 4.c. Fund appropriate OL specific ADP training for all personnel assigned to the DOS unit.
- 4.d. Provide the DOS unit personnel with working space, nondedicated clerical support, and ready access to an adequate number of computer terminals, personal computers, and printers. For maximum efficiency the DOS unit shall be co-located in OL.

ADMINISTRATIVE - INTERNAL USE ONLY

- 4.e. Manage careers of all OL ADP Staff personnel.

5. DOS UNIT RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, the DOS unit shall:

- 5.a. Develop and maintain, under the direction of OL, an OL ADP strategic plan.
- 5.b. Establish a mechanism for responding to the OL's ADP requests with formal estimates and alternatives.
- 5.c. Develop, enhance, maintain, and support, according to OIT standards, new ADP systems in response to the priorities and requests of OL.
- 5.d. Perform maintenance and make enhancements as directed by OL to all projects or systems defined in Appendix 1.
- 5.e. Function as the on-site project manager for DOS contractor support including software procurement and development.
- 5.f. Provide on-site ADP consulting and assistance to OL personnel.
- 5.g. Serve as a voting member of the OL ADP Task Force.

6. OIT DG CENTRAL SERVICES

OIT/DG will continue to centrally:

- 6.a. Be responsible for the careers for all MZ DOS unit staff personnel.
- 6.b. Manage the Agency's Corporate Data Program. This function will include: Corporate Data planning and the establishment of the Corporate Data architecture; definition and enforcement of standards, procedures, and guidelines for Integrated Database Management System/Relational (IDMS/R) project development; provision of Data Base Administration (DBA) support to IDMS/R project developers; maintenance of the IDMS/R Integrated Data Dictionary; and Corporate project development, as appropriate.
- 6.c. Establish and enforce system development standards, guidelines, and methodologies.

ADMINISTRATIVE - INTERNAL USE ONLY

- 6.d. Through a senior technical OIT/DG review panel, ensure that all development efforts including those managed by the DOS unit, comply with applicable standards for architecture and development, unless otherwise exempted.

7. OIT CENTRAL SERVICES

OIT will continue to centrally:


- 7.a. Define the architecture and install and maintain Agency-wide communications and computing systems.
- 7.b. Define the primary Agency architecture for field computing.

CONCUR:

\_\_\_\_\_  
Director, Office of Logistics

\_\_\_\_\_  
Date

STAT

  
\_\_\_\_\_  
Director, Office of Information Technology

  
\_\_\_\_\_  
Date

ADMINISTRATIVE - INTERNAL USE ONLY

APPENDIX 1

The following projects will be transferred to the OL DOS unit.

Agency Standard Accountable Property System (ASAPS).

Thermal Analysis Research Program (TARP).

ADMINISTRATIVE - INTERNAL USE ONLY



**Page Denied**

ADMINISTRATIVE - INTERNAL USE ONLY

APPENDIX 3

The following Office of Information Technology position will be transferred to the Office of Logistics table of organization.

HS583 at GS-12 limited (1).